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13107E Cnkrnd

25X1

12 February 1987

MEMORANDUM FOR: Deputy Director of Personnel for
Policy, Analysis and Evaluation

VIA: Director of Training and Education

25X1

FROM:

25X1

SUBJECT: Request to Restore Forfeited Annual Leave -

25X1

1. It is requested that approval be granted to restore 132 hours of forfeited annual leave for [redacted]

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2. [redacted] is an Instructor assigned to the Office of Training and Education [redacted] Due to an Exigency of the Public Business which was declared by the Director of Training and Education on 8 August 1986, [redacted] was unable to utilize his annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements [redacted]

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3. In view of the above, it is requested that 132 hours of annual leave be restored for [redacted] A copy of his leave request and subsequent denial is attached.

Attachments:

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- A - Memo [redacted]
- B - Earnings and Leave Statement
- C - Application for Leave and Disapproval

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SUBJECT: Request to Restore Forfeited Annual Leave

CONCUR:

25X1

Director of Training and Education

24 FEB 1987

Date

APPROVED:

**Deputy Director of Personnel for Policy,
Analysis and Evaluation**

Date

Distribution:

25X1

Orig - Return

1 - DD/OP/PA&E, w/atts

✓ 1 - D/OTE Chrono, w/o atts

1 - C/PB/OTE, w/atts

1 - OTE Registry (Dummy), w/o atts

25X1

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25X1

DA/OTE, :ss (12Feb87)

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